

Quick Start Guide

Access the Knowledge Portal by logging into the PageUp instance, then clicking “?” and selecting **Knowledge Portal**. Once this action has been completed, the below links will be accessible.

The screenshot shows the PageUp dashboard interface. At the top, there is a navigation bar with the PageUp logo, a 'BETA' tag, and several menu items: Jobs, People, Reports, Settings, Recent Items, Quick search, and PageUp (1125). A help icon (?) is also present. Below the navigation bar, the dashboard is divided into sections. On the left, there is a 'Current jobs' section with a summary of job statuses: Total (4), All Notifications (2), Draft (1), Testing (1), Approved (1), and Offer (1). Below this, there are four job listings with details like Requisition Number, Positions, and Vacancies. On the right, there is a 'Manager Action' section with a dropdown menu. The dropdown menu is open, showing options: Live support, Knowledge Portal (highlighted with a yellow circle), Support Portal, Provide feedback, and Print. Below this, there is a 'Tasks' section with a 'My tasks' dropdown and an 'Add' button. At the bottom right, there is an 'Activities performed' section with a table showing activities over a week.

	M	T	W	T	F	S	S	Total
Assessment 3	0	0	0	0	1	0	0	1
Offer made	0	0	0	0	1	0	0	1

Training Videos

- Recruitment New User Videos - <https://knowledgeportal.pageuppeople.com/article/recruitment-videos/>
- Super User Videos - <https://knowledgeportal.pageuppeople.com/article/recruitment-superuser-videos/>
- Reporting Videos - <https://knowledgeportal.pageuppeople.com/article/reporting-videos/>
- Past Event Webinars - <https://knowledgeportal.pageuppeople.com/categories/event-videos/>

Knowledge Portal Areas of Interest

- Position Descriptions - <https://knowledgeportal.pageuppeople.com/recruitment/position-descriptions/>
 - PD Approval Processes - <https://knowledgeportal.pageuppeople.com/article/position-descriptions/#pd-approvals>
- Job Card - <https://knowledgeportal.pageuppeople.com/categories/job-card/>
 - Creating a Job - <https://knowledgeportal.pageuppeople.com/article/creating-a-job/>
 - Job Card Approval Processes - <https://knowledgeportal.pageuppeople.com/article/job-approvals/>
 - Sourcing a Job - <https://knowledgeportal.pageuppeople.com/recruitment/sourcing-a-job/>
- Applicant Management
 - Applicant Card - <https://knowledgeportal.pageuppeople.com/article/applicant-card/>
 - Applicant Progress Board - <https://knowledgeportal.pageuppeople.com/article/applicant-progress-board/>
- Offer Overview - <https://knowledgeportal.pageuppeople.com/article/offer/>
 - Offer Card - <https://knowledgeportal.pageuppeople.com/article/offer-card/>
 - Offer Approvals - <https://knowledgeportal.pageuppeople.com/article/offer-approvals/>
- Onboarding - <https://knowledgeportal.pageuppeople.com/article/onboarding/>